

Appendix K

FUNCTION TYPE

Appendix K provides information in reference to Data Element 0568 “Function Type.” Included in this appendix are examples of the purposes of educational activities in which staff members are involved. This data element has two or more levels of options that are coded with four-digit numbers to better clarify the logical hierarchy of the options. The code numbers for this option list correspond to those used in *Financial Accounting for Local and State School Systems: 2003 Edition*, available from the National Center for Education Statistics, <http://nces.ed.gov/pubs2004/h2r2/>.

0568 **Function Type**—The purpose of the program activities to which an individual is assigned as related to students.

1000 Instruction—Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving cocurricular activities. It may also be provided through some other approved medium, such as television, radio, computer, Internet, multimedia telephone, and correspondence, that is delivered inside or outside the classroom or in other teacher-student settings. Included here are the activities of aides or classroom assistants of any type (clerks, graders, teaching machines, etc.) who assist in the instructional process.

2000 Support Services—Support services provide administrative, technical (such as guidance and health), and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community services, and enterprise programs, rather than as entities within themselves.

2100 Support Services-Students—Activities designed to assess and improve the well-being of students and to supplement the teaching process..

2110 Attendance and Social Work Services—Activities designed to improve student attendance at school that attempt to prevent or solve student problems involving the home, the school, and the community. Registration activities for adult education programs are included here. Some examples of other services to be reported within this function code are supervision services, attendance services, and student accounting services.

2120 Guidance Services—Activities involving counseling with students and parents; consulting with other staff members on learning problems; evaluating the abilities of students; assisting students as they make their own educational and career plans and choices; assisting students in personal and social development; providing referral assistance; and working with other staff members in planning and conducting guidance programs for students. Guidance services may include supervision services, counseling services, appraisal services, student record services, and placement services.

2130 Health Services—Physical and mental health services that are not direct instruction. Included are activities that provide students with appropriate medical, dental, and nursing services.

2140 Psychological Services—Activities concerned with administering psychological tests and interpreting the results; gathering and interpreting information about student behavior; working with other staff members in planning school programs to meet the special needs of students as indicated by

psychological tests and behavioral evaluation; and planning and managing a program of psychological services, including psychological counseling for students, staff, and parents. This function includes the supervision of psychological services, related testing and counseling services, and psychotherapy services.

2150 Speech Pathology and Audiology Services—Activities that identify, assess, and treat children with speech, hearing, and language impairments.

2160 Occupational Therapy-Related Services—Activities that assess, diagnose, or treat students for all conditions requiring the services of an occupational therapist.

2190 Other Support Services-Student—Other support services to students not classified elsewhere in the 2100 series.

2200 Support Services-Instruction—Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students.

2210 Improvement of Instruction—Activities primarily for assisting instructional staff in planning, developing, and evaluating the process of providing learning experiences for students. These activities include curriculum development, techniques of instruction, child development and understanding, and staff training.

2212 Instruction and Curriculum Development—Activities that aid teachers in developing the curriculum, preparing and using special curriculum materials, and understanding and appreciating the various techniques that stimulate and motivate students.

2213 Instructional Staff Training—Activities associated with the professional development and training of instructional personnel. These include such activities as in-service training (including mentor teachers), workshops, conferences, demonstrations, and courses for college credit, and other activities related to the ongoing growth and development of instructional personnel. Training that supports the use of technology for instruction should be included in this code.

2219 Other Improvement of Instruction Services—Activities for improving instruction other than those classified above.

2220 Library/Media Services—Activities concerned with directing, managing, and supervising educational media services (e.g., supervisory personnel) as well as such activities as selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning for the use of the library by students, teachers, and other members of the instructional staff; and guiding individuals in their use of library books, reference guides and materials, catalog materials, special collections, and other materials, whether maintained separately or as a part of an instructional materials center. These activities include developing and acquiring library materials and operating library facilities.

2230 Instruction-Related Technology—This functional category encompasses all technology activities and services for the purpose of supporting instruction. These activities include internal technology support as well as the administration and supervision of technology personnel, systems planning and analysis, systems application development, systems operations, network support services,

hardware maintenance and support services, and other technology-related services that support instructional activities. Specifically, activities associated with the operation and support of computer learning labs, media center computer labs, instructional technology centers, instructional networks, and similar operations should be captured in this code.

2240 Academic Student Assessment—This function is inclusive of those services rendered for the academic assessment of the student.

2290 Other Support Services-Instructional Staff—Services supporting the instructional staff not properly classified elsewhere in the 2200 series.

2300 Support Services-General Administration—Activities concerned with establishing and administering policy for operating the school district.

2310 Board of Education—Activities of the elected body that has been created according to state law and vested with responsibilities for educational activities in a given administrative unit. Some examples of services to be included here are board secretary and clerk service.

2320 Executive Administration—Activities associated with the overall general administration of or executive responsibility for the entire school district.

2400 Support Services-School Administration—Activities concerned with overall administrative responsibility for a school.

2410 Office of the Principal—Activities concerned with directing and managing the operation of a particular school. They include the activities performed by the principal, assistant principals, and other assistants while they supervise all operations of the school, evaluate the staff members of the school, assign duties to staff members, supervise and maintain the records of the school, and coordinate school instructional activities with those of the school district. These activities also include the work of clerical staff in support of the teaching and administrative duties.

2490 Other Support Services-School Administration—Other school administration services. This function includes full-time department chairpersons.

2500 Central Services—Activities that support other administrative and instructional functions including fiscal services, human resources, planning, and administrative information technology.

2510 Fiscal Services—Activities concerned with the fiscal operations of the school district. This function includes budgeting, receiving and disbursing, financial and property accounting, payroll, inventory control, internal auditing, and funds managing. Fiscal services are inclusive of supervision of fiscal services, budgeting services, and payroll, internal audit, and general accounting functions.

2520 Purchasing, Warehousing, and Distributing Services—Activities concerned with purchasing, receiving, storing, and distributing supplies, furniture, equipment, and materials used in schools or school system operations.

2530 Printing, Publishing, and Duplicating Services—The activities of printing and publishing administrative publications such as annual reports, school

directories, and manuals. Activities here also include centralized services for duplicating school materials and instruments such as school bulletins, newsletters, and notices.

2540 Planning, Research, Development, and Evaluation Services—Activities associated with conducting and managing systemwide programs of planning, research, development, and evaluation for a school system.

2560 Public Information Services—Activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to students, staff, managers, and the general public through direct mailing, the various news media, e-mail, the Internet and web sites, and personal contact. The information services function code includes related supervision and internal and public information services.

2570 Personnel Services—Activities concerned with maintaining efficient personnel for the school system. It includes such activities as recruitment and placement, non-instructional staff training, staff transfers, in-service training, health services, and staff accounting.

2580 Administrative Technology Services—Activities concerned with supporting the school district's information technology systems, including supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes. These activities include internal technology support as well the administration and supervision of technology personnel, systems planning and analysis, systems application development, systems operations, network support services, hardware maintenance and support services, and other technology-related services in support of administrative activities.

2590 Other Support Services-Central Services—Other support services to business not classified elsewhere in the 2500 series.

2600 Operation and Maintenance of Plant—Activities concerned with keeping the physical plant open, comfortable, and safe for use and with keeping the grounds, buildings, and equipment in effective working condition and state of repair. These include the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools.

2610 Operation of Buildings—Activities concerned with keeping the physical plant clean and ready for daily use. They include operating lighting and HVAC systems and doing minor repairs.

2620 Maintenance of Buildings—Activities associated with keeping buildings at an acceptable level of efficiency through repairs and preventative maintenance.

2630 Care and Upkeep of Grounds—Activities involved in maintaining and improving the land (but not the buildings). These include snow removal, landscaping, grounds maintenance, and the like.

2640 Care and Upkeep of Equipment—Activities involved in maintaining equipment owned or used by the school district. They include such activities as servicing and repairing furniture, machines, and movable equipment.

2650 Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)—Activities involved in maintaining general purpose vehicles such as

trucks, tractors, graders, and staff vehicles. These include such activities as repairing vehicles; replacing vehicle parts; and cleaning, painting, greasing, fueling, and inspecting vehicles for safety (i.e., preventative maintenance).

2660 Security—Activities concerned with maintaining a secure environment for students and staff, whether they are in transit to or from school, on a campus or administrative facility, or participating in school-sponsored events. These include activities associated with security plan development and implementation as well as services of security personnel (e.g., campus police, security guards) and related activities

2670 Safety—Activities concerned with maintaining a safe environment for student and staff, whether they are in transit to or from school, on a campus or administrative facility, or participating in school-sponsored events. These include activities associated with school fire alarm system monitoring as well as services of school crossing guards and other activities related to ensuring the basic safety of students and staff.

2680 Other Operation and Maintenance of Plant—Operation and maintenance of plant services that cannot be classified in the 2600 series.

2700 Student Transportation—Activities concerned with conveying students to and from school, as provided by state and federal law. This includes trips between home and school and trips to school activities.

2710 Vehicle Operation—Activities involved in operating vehicles for student transportation, from the time the vehicles leave the point of storage until they return to the point of storage. These include driving buses or other student transportation vehicles.

2720 Monitoring services—Activities concerned with supervising students in the process of being transported between home and school and between school and school activities. Such supervision can occur while students are in transit and while they are being loaded and unloaded and it includes directing traffic at the loading stations.

2730 Vehicle Servicing and Maintenance—Activities involved in maintaining student transportation vehicles. These include repairing vehicle parts; replacing vehicle parts; and cleaning, painting, fueling, and inspecting vehicles for safety.

2790 Other Student Transportation Services—Student transportation services that cannot be classified elsewhere in the 2700 series.

2900 Other Support Services—All other support services not classified elsewhere in the 2000 series.

3000 Operation of Non-Instructional Services—Activities concerned with providing non-instructional services to students, staff, or the community.

3100 Food Services Operations—Activities concerned with providing food to students and staff in a school or school district. This service area includes preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities and food delivery.

3200 Enterprise Operations—Activities that are financed and operated in a manner similar to private business enterprises where the stated intent is to finance or recover the costs primarily through user charges. One example could be the school district bookstore.

3300 Community Services Operation—Activities concerned with providing community services to students, staff or other community participants. Examples of this function would be offering parental training or operating a community swimming pool, a recreation program for the elderly, or a childcare center for working mothers.

4000 Facilities Acquisition and Construction—Activities concerned with acquiring land and buildings; remodeling buildings; constructing buildings and additions to buildings; initially installing or extending service systems and other built-in equipment; and improving sites.

4100 Land Acquisition—Activities concerned with initially acquiring and improving land.

4200 Land Improvement—Activities concerned with making permanent improvements to land, such as grading, fill, and environmental remediation.

4300 Architecture and Engineering—The activities of architects and engineers related to acquiring and improving sites and improving buildings.

4400 Educational Specifications Development—Activities concerned with preparing and interpreting descriptions of specific space requirements to be accommodated in a building. These specifications are interpreted by architects and engineers in the early stages of blueprint development.

4500 Building Acquisition and Construction—Activities concerned with buying or constructing buildings.

4600 Site Improvement—Activities concerned with making nonpermanent improvements or enhancements to building sites. These improvements include fencing, walkways, tunnels, and temporary landscaping.

4700 Building Improvements—Activities concerned with building additions and with installing or extending service systems and other built-in equipment.

4900 Other Facilities Acquisition and Construction—Facilities acquisition and construction activities that cannot be classified above.

9999 Other—Other type of function which cannot be classified above.